

**District Court of Guam**  
**ELECTRONIC CASE FILING SYSTEM**  
**ATTORNEY REGISTRATION FORM**

This form shall be used to register for accounts on the District Court of Guam's Case Management/Electronic Files(CM/ECF) systems. Registered participants will have privileges both to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for cases assigned to the CM/ECF systems. The following information is required for registration:

<b>First/Middle/Last Name:</b>	
<b>Last Four Digits of SSN:</b>	<b>Attorney Bar # and State:</b>
<b>Firm Name and Address:</b>	
<b>Voice Phone Number:</b>	<b>FAX Phone Number:</b>
<b>Internet Email Address:</b>	<b>Additional Email Address:</b>

Please specify which capabilities you are registering for:

<input type="checkbox"/> Bankruptcy - Full ECF User	<input type="checkbox"/> Bankruptcy - Creditor	<input type="checkbox"/> Civil/Criminal - Full ECF User
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<input type="checkbox"/> <b>I consent</b> to receiving service of documents by electronic means in accordance with Fed.R.Civ.P 5 and 77(d), and Fed.R.Crim.P.49(b)-(d) and/or Fed.R.Bank.P.7005.
<input type="checkbox"/> <b>I do not consent</b> to receiving service of documents by electronic means in accordance with Fed.R.Civ.P 5 and 77(d), and Fed.R.Crim.P.49(b)-(d) and/or Fed.R.Bank.P.7005.

Date of CM/ECF training: _____ or Training to be scheduled: <input type="checkbox"/>	Request Waiver from Training Requirement: <input type="checkbox"/> or Reason for Request: _____
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By submitting this registration form, the undersigned agrees to abide by the following rules:

1. The systems are for use only in cases designated by the District Court of Guam. The systems may be used to file and view electronic documents, docket sheets, and notices.
2. Each attorney desiring to file pleadings or other papers electronically must complete and sign an Attorney Registration Form. An attorney/participant's password issued by the court combined with the user's identification (login), serves as and constitutes the attorney/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, such as resignation or reassignment of the person with authority to use the password, it is the duty and responsibility of the attorney/participant to immediately notify the court. The court will immediately delete the password from the electronic filing

system and issue a new password.

3. Pursuant to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011, every pleading, motion and other paper (except creditor lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. The electronic filing of a petition, pleading, motion, or other paper by an attorney who is a registered participant in the Electronic Filing System shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011.

4. Notice by electronic means is complete as set forth in the *Administrative Procedures for the Electronic Filing, Signing, Verifying, and Serving of Civil and Criminal Documents*, and the *Administrative Procedures for the Electronic Filing, Signing, Verifying, and Serving of Bankruptcy Documents* ("Administrative Procedures"), notwithstanding Federal Rule of Bankruptcy Procedure 9036.

5. A user accesses court information via the court's Internet site or through the Public Access to Court Electronic Records (PACER ) Service Center. Although the court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login is required, in addition to, the password issued by the court. To register for PACER, a user must complete the online form or submit a registration form, available on the PACER web site (<http://pacer.psc.uscourts.gov>).

6. By this registration, the undersigned agrees to abide by all of the rules and regulations in the most recent version of the appropriate Administrative Procedures currently in effect and any changes or additions that may be made to such Administrative Procedures in the future.

Please return to: District Court of Guam  
4<sup>th</sup> Floor, U.S. Courthouse  
520 W. Soledad Ave.  
Hagatna, GU 96910

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney/Participant Signature

Your login and password will be sent to you by the Office of the Clerk by regular, first-class mail. If you prefer to have your login/password sent to an address other than the one listed on page one of this form, please write the address in the space provided below:

Firm Address:

**Court Use Only:**

	Date	Initials
Training <input type="checkbox"/> Completed <input type="checkbox"/> Waived		
Login and Password Assigned		
test e-mail sent		
reply returned		
login sent to user		